

ABSTRACT OF THE DISCLOSURE

205T20" 6E5Z400T

5 A planner tool comprising multiple pouch pages, lead cards, and printed calendar sheets. Each pouch page and calendar sheet has holes that are appropriately spaced apart so that each of the pages can be placed in a binder. The lead cards have two sets of times of the day and a blank center which are used in conjunction with the printed calendar sheets to make appointments to call, appointments to see others, and keep information regarding the nature of such appointments all in one place. The lead cards are placed in the pouches of the pages. The printed calendar sheets of the planner have the days of the week printed on them with specific columns under each day. The columns have the

10 headings c, m, a, and e, which stand for call, mileage, appointment, and expenses respectively.